

City of San Jose

EXECUTIVE ANALYST I (U) (1631)

CLASS PURPOSE

Under general supervision, performs professional level administrative work of moderate difficulty in executing programs and projects for the City Manager in areas such as employee programs and ceremonial activities. May supervise support staff. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Confers with staff in various City departments on administrative matters and coordinates responses to questions and concerns for the City Manager.

Participates in determining training needs and arranging for training programs for Manager's Office staff.

Participates in budget administration and assists in council liaison functions.

Coordinates citywide employee recognition and suggestion award programs, and provides staff support to related committees or commissions.

May supervise and give direction to support staff and assist in training less experienced professional and other staff in methods and procedures of work as assigned.

Gathers, organizes and evaluates data related to specific issues, programs or projects and performs other administrative functions as assigned.

DISTINGUISHING CHARACTERISTICS

An incumbent of this class reports to the City Manager or designee and performs administrative functions involving sensitive issues as well as broad knowledge of the City as a whole. This class differs from all other generalized staff functions in the City Service in that an incumbent of this class conducts moderately complex administrative assignments for the City Manager. This class differs from that of Executive Assistant II (U) in that an incumbent of the latter performs, under direction, administrative and analytic work of considerable difficulty.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of city governmental processes, administrative procedures and general management policies.

Knowledge of modern principles of organization, administration and management.

EXECUTIVE ASSISTANT I (U) (1631) (Continued)

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Minimum Knowledges, Skills and Abilities (Continued)

Knowledge of report writing techniques and the principles of editing.

Knowledge of basic general research techniques and their application.
Ability to apply principles of public administration to problems and develop workable solutions.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to exercise independent judgement and initiative regarding administrative matters.

Ability to handle sensitive and confidential information.

Ability to understand, interpret and apply instructions, rules and regulations.

Ability to establish and maintain effective working relations with others.

Competency Knowledges, Skills and Abilities

Knowledge of city government's function and problems.

Ability to assist the general public and City employees regarding City procedures and programs.

Ability to collect, compile, analyze and interpret data.

Training and Experience

Any combination of training and experience equivalent to successful completion of a Baccalaureate Degree from an accredited college or university in business or public administration or a closely related field or four years as a Staff Technician with the City of San Jose.